# State of TN CPO:
# TN SmartShop Direct Connects

## Purpose

The purpose of this job aid is to assist procurement specialists in securing items found on statewide contracts using the TNSmartShop Direct Connect feature. The TN Smart Shop direct connect link found on the web tab in the Edison eProcurement module now combines all existing punch-out suppliers into a single online repository for an easy to use option for catalog purchasing.

- **What happened to the previous links?**

- **How do I access the Direct Connect Links in TNSmartShop?**

- **How do I find an item in TNSmartShop if I have the Edison item ID number?**

- **Where do I go to find the links for suppliers like Staples and VWR?**

- **Why is there a Security Warning when I click on the TNSmartShop link. Should I click Yes or No?**

- **Where can I find more information regarding TN SmartShop?**

## What happened to the previous links?

Effective October 1, 2013, those links are no longer active. All supplier punch outs have been integrated into TNSmartShop.

## How do I access the Direct Connect Links in TNSmartShop?

To create a Requisition, you must first be logged in to Edison. After logging into Edison, follow these steps:

1. Click **FSCM**.
2. Click **eProcurement**.
3. Click **Create Requisition**. Enter a **Requisition Name** that will be easy for you to identify for future use.
4. Enter the **Doc Type**.
5. Click **Continue** to be automatically be brought to the **Add Items and Services** tab
6. Click on the **Web** tab and select the **TNSmartShop Direct Connect** link. This will open up the TNSmartShop screen.

## How do I find an item in TNSmartShop if I have the Edison item ID number?

Currently this feature is only available to local users who do not have access to Edison. For those users, follow these steps:

1. Select the **All Suppliers** Tab
2. Select the **Buyer Part #** radio button
3. Select the **All** checkbox to select Contract Items & Non-Contract Items.
4. Type the Edison item id number into the search field
5. Click **Search** and the system will bring back your Item in the results section.

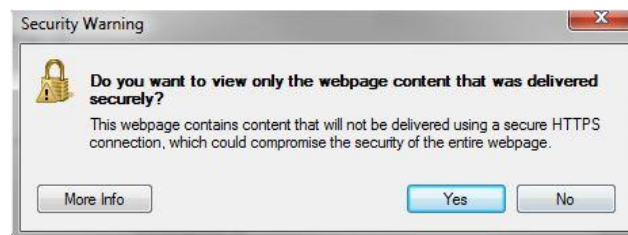## Where do I go to find the links for suppliers like Staples and VWR?

You must log into TNSmartShop to access these suppliers. Once you have logged into TNSmartShop, you will see those suppliers listed under the **All Suppliers** tab.



From here, click on the **Go to Site** link to access the vendor website.  Once you have found the items needed, return to Edison and create a requisition in Edison to complete the procurement.

## Why is there a Security Warning when I click on the TNSmartShop link?  Should I click Yes or No?

Depending on the browser you are using, you may get the following security warning:



If you get this warning, please click **NO**.

\*\***Note**- TNSmartShop is most efficient when accessed through Internet Explorer. If you are using another browser, you may have additional technical difficulties. \*\*

## Where can I find more information regarding TN SmartShop?

For instructional information on TN SmartShop, you can visit the Central Procurement Website and look under the Reference Materials Link http://tn.gov/generalserv/cpo/for_training.html.

For specific contract contact information, please reference the spreadsheet also found at http://tn.gov/generalserv/cpo/for_training.html.

For other questions or concerns, please contact Hannah Terry at (615) 532-1036 or via email Hannah.Terry@tn.gov.